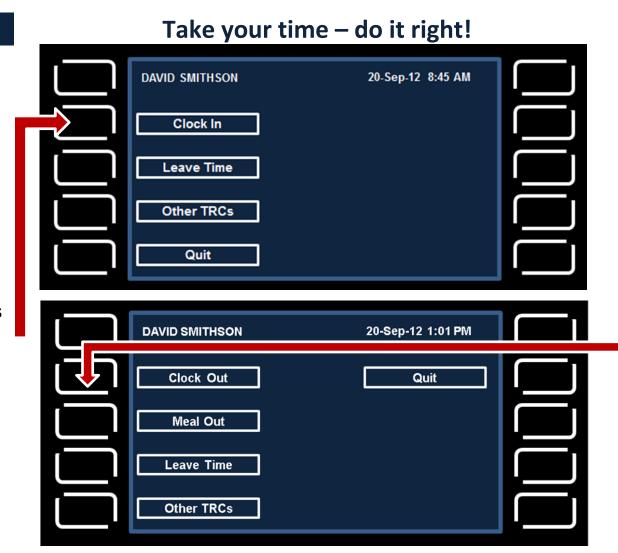# Self-Service Time and Attendance
Time Collection Device (TCD): Clock In/Clock Out Instructions

Clock In

Take your time – do it right!

Clock Out

1 Swipe your TCD badge.

2 The TCD Screen will display the following 4 options: <u>Clock In</u>, <u>Leave Time</u>, <u>Other TRCs</u>, and <u>Quit</u>.

3 Select the <u>Clock In</u> option. In order to select, you will need to press the button to the left of the Clock In option.

4 A confirmation message will display to let you know that a successful Clock In has taken place. The TCD will automatically end your session and return to the original log in screen.

1 Swipe your TCD badge.

2 The TCD Screen will display the following 5 options: <u>Clock Out</u>, <u>Meal Out</u>, <u>Leave Time</u>, <u>Other TRCs</u>, and <u>Quit</u>.

3 Select the <u>Clock Out</u> option. In order to select, you will need to press the button to the left of the Clock Out option.

4 A confirmation message will display to let you know that a successful clock out has taken place. The TCD will automatically end your session and return to the original log in screen.

DAVID SMITHSON   20-Sep-12 8:45 AM

Clock In

Leave Time

Other TRCs

Quit

DAVID SMITHSON   20-Sep-12 1:01 PM

Clock Out   Quit

Meal Out

Leave Time

Other TRCs

Good job –You're done!

If you have any questions or need to make corrections to the time you entered contact your supervisor.

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